

MINUTES OF THE COUNCIL BUDGET COMMITTEE
OF THE METROPOLITAN SERVICE DISTRICT

March 26, 1990

Committee members present:

Councilors: George Van Bergen (Chair), Judy Wyers (Vice
Chair), Tanya Collier, Richard Devlin and Jim
Gardner

Citizens: Alan Brickley, Patricia Jernberg, David Saucy and
Janet Schuster

Committee members absent:

Councilors: None

Citizens: Bob Palmer

Also Present: Councilors Buchanan and McFarland

Chair Van Bergen called the meeting to order at 5:35 p.m.

FY90-91 Proposed Budget, Phase II Review

Jessica Marlitt, Council Analyst, distributed memos from department staff containing answers to questions raised by the Committee at their previous meeting.

Metro Washington Park Zoo

Councilor Gardner presented the recommendations of the Council Zoo Committee. He noted Zoo staff requested two moderate capital improvement projects: 1) a horticultural/landscaping project to define public spaces with trees and shrubs; and, 2) drainage and slope modification in the Tundra Exhibit to improve visibility to the musk ox exhibit, including improvements to den areas in the wolf exhibit. Councilor Gardner said the Zoo Committee was recommending only the horticultural/landscaping project be financed as follows: \$25,000 immediate appropriation and an additional \$50,000 available on a dollar for dollar match basis, with either cash or in-kind donations counting as match.

Sherry Sheng, Zoo Director, said her staff was present to answer any questions the Committee or Council staff might have. Councilor Wyers asked for clarification regarding the Construction Manager position. Ms. Sheng said the 1.0 FTE was for an on-site Zoo staff Construction Manager (Bob Porter), the .2 FTE was allocation of Neil Saling's time to provide support and act as liaison between the Zoo and Metro. In response to further questions, Ms. Sheng said the composter at the Zoo was a shared responsibility between the Zoo and Solid Waste, roughly a 50/50

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split. Councilor Wyers said she would like to see some documentation on the expenditures and staffing for the composter project.

In response to Chair Van Bergen's questions, Ms. Marlitt said there was only one question on which she needed clarification, the Humboldt Penguin studbooks. She said it was not clear whether or not the Zoo was taking on two new studbooks and what the potential budget impact would be. Dennis Pate, General Curator, explained the Zoo was not doing any Humboldt Penguin studbooks.

Chair Van Bergen opened the public hearing at 5:55 p.m.

L. Phillip Clifford, Portland, testified as being favor of Zoo funding and hoped Metro would continue to fund the programs Ms. Sheng had identified as being essential. He questioned the Zoo Committee recommendation of requiring a 50/50 match of the \$50,000, saying he felt 100% of the amount should be funded rather than requiring a match.

Mr. Clifford also testified on the arena study, saying he was opposed to using funds for this purpose. He read into the record a statement to this affect, which has been made part of these minutes by reference.

There being no further public testimony, Chair Van Bergen closed the public hearing at 6:03 p.m.

Chair Van Bergen commended Ms. Sheng and her staff on the job they did in presenting their budget to the Committee. Councilor Gardner expressed agreement, saying their presentations were very clear and concise.

Support Services Fund & General Fund Departments

Jennifer Sims, Manager of Financial Services, summarized her responses to previous Committee and Council staff questions. In response to a questions from Chair Van Bergen, Don Carlson, Council Administrator, said it was difficult for him to ascertain if the responses were satisfactory noting he had received the memo just prior to the presentation and had not had time to review it completely. In response to questions from Mr. Carlson, Bob Ricks, Senior Management Analyst, explained the kinds of analyses staff would like to be able to perform in relation to the budget system. Mr. Ricks also said it would be possible for individuals to do analyses of changing variables on Lotus spreadsheets for a specific budget. Kathy Rutkowski, Associate

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Management Analyst, explained in greater detail what she envisioned could be done with the requested PC system.

Ms. Sims explained to the Committee the need for a courier service and said the proposal was to add 1.0 FTE position dedicated to courier service for all Metro's facilities. She noted the present courier service was limited because the employee assigned to that job had other responsibilities and could provide only a minimum amount of hours. In response to questions from Mr. Carlson, Ms. Sims explained the present courier service included pickup at the post office because the mail when delivered often arrived too late to be sorted and delivered to individual departments until the next day. She said it was a request of staff to have more timely mail service.

Staff continued with a summary of the request for microfilming equipment and the need for a system of records management. It was noted by Committee members the need for a central records management system, rather than individual systems for each department. Councilor Collier requested that Ms. Sims review Solid Waste's proposal to see if there would be a way to centralize records management and put together an agency-wide proposal. Councilor Wyers expressed agreement with the request.

Regarding the requested positions, Ms. Sims said 3.0 FTE were being requested to handle Metro ERC increases and 2.75 FTE for handling workload increases over the last few years. In response to questions from Mr. Carlson, staff noted the 2.75 FTE included an Office Assistant (1.0 FTE), secretary (.25 FTE), temporary help (.5 FTE), and an accounting clerk (1.0 FTE). The three positions for Metro ERC include an Accounting Clerk I, Accounting Clerk II and Accounting Clerk III.

Neil Saling, Acting Director of Finance and Administration, presented his department's budget summary to the Committee. He explained the program highlights and the various fund allocations. LeRoy Nollette, Data Processing Administrator, then spoke to the Committee regarding his department's needs and requests for the next fiscal year. In response to Council staff questions, Mr. Nollette said the mid-year budget was for additional hardware to connect Metro ERC functions with Metro functions, not to increase the size or speed of the main frame computer.

Mr. Saling concluded his portion of the Support Services Fund presentation by summarizing the request for centralizing purchasing. He noted staff felt there would be considerable savings to Metro by going to a central purchasing system. Mr. Saling said he was having a meeting tomorrow with representatives

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from the various departments to discuss the feasibility of this system. He will report back to the Committee with the results of that meeting. In response to Councilor's questions, Ms. Sims said she had not yet provided Council staff with information concerning FTE increase and justification for her departments, but was working on it.

Neil Saling passed out a memo to the Committee which contained answers to the Committee's previous questions about the Regional Facilities Department. He also summarized the budget presentation for the Department, which contained organizational charts and a phase-in from the Convention Center Project to the Regional Facilities Department. He said he was very satisfied with the budget and noted the personnel would remain the same as it had for the last two years.

Dan Cooper, General Counsel, handed out a response to Councilor Collier's request for information regarding expenditures for outside legal counsel. In response to a question from Councilor Gardner, Mr. Cooper confirmed the totals shown were the combined amounts for FY's 1988-89 and 1989-90. He then explained the five expenses in greater detail for the Committee. In response to questions from Chair Van Bergen, Mr. Cooper said he had been directed by the Presiding Officer to prepare an ordinance dealing with the issue of Council having their own legal counsel.

Vickie Rucker, Public Affairs Director, presented her report to the Committee with answers to the questions raised by Council staff regarding her budget requests. The Committee had no specific questions.

Dick Engstrom, Deputy Executive Officer, spoke to his responses to Mr. Carlson's questions regarding the budget requests for Executive Management. Chair Van Bergen noted his concern with the request for \$5,000 for special service fees and said it was his intention to review this item further.

John Leahy, Personnel Manager, addressed the Committee regarding questions from Council staff about the Personnel Department budget requests. He noted the view of the Executive Officer was that the functions of the Personnel Office are of such significance and importance to Metro that they should be directly supervised by the Executive Management Department, specifically under the direction of the Deputy Executive Officer, rather than having it part of the Finance and Administration Department. In response to Committee questions, Mr. Leahy said he could not see any problems that could not be solved with regard to having some Personnel staff housed with the Metro ERC staff. He also noted that the increased Metro ERC staff would mean a need for a data

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entry clerk, but not necessarily within the Personnel Department. He said the City of Portland Personnel Department currently performs this function for the ERC. There were no other specific questions.

Chair Van Bergen noted the Committee had received three items from Councilors; a memo from Councilor Bauer requesting insurance for the Councilors, a request for additional funding from Councilor Wyers for Metro's Public Affairs Department for diaper education, and a request for review of potential cable television coverage of the Council meeting from Councilor Wyers. The Chair requested Council staff to schedule time for discussion of the possible budget impact of these items. Mr. Carlson recommended they be scheduled for the Budget Committee meeting of April 11, 1990. He noted staff had requested a legal opinion from Legal Counsel on Councilor Bauer's request. Mr. Carlson also distributed a review of the budgets for the Metro ERC to the Committee.

There being no further business, the meeting was adjourned at 8:30 p.m.

Respectfully submitted,



Ann Brunson
Committee Clerk

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